

HUMAN RESOURCES GENERAL APPLIED EMPHASIS ASSOCIATE OF SCIENCE PROGRAM OF STUDY *PROGRAM PLACED ON MORATORIUM*

Offered Online

The Human Resource curriculum is broad-based and designed to meet the demands of business and service organizations. Graduates of this program will have a foundation in human resource management, an overview of various laws, regulations and court decisions that determine the legal framework of EEO and a sound base for lifelong learning. See our website at www.msbillings.edu/careers (<http://www.msbillings.edu/careers/>) for graduate data.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Identify and define the major federal, state local employment laws as well as the penalties for non-compliance (tests, projects).
- Design and develop recruitment process and selection procedures (tests, project).
- Identify and define the major risk management, safety and security laws as well as the penalties for non-compliance (tests, projects).
- Design a training program utilizing the ADDIE Model (project).
- Evaluate standards of professional performance in the workplace.

Required Courses

Code	Title	Credits
General Education Requirements (https://catalog.msbillings.edu/cc/general-education-requirements/) ¹		31
Required Technical Courses		
ACTG 101	Accounting Procedures I	3
ACTG 180	Payroll Accounting	3
BMGT 180	Employment Law and Practices	3
BMGT 250	Employment & Comp Strategies	3
BMGT 281	Risk Mgmt, Safety & Security	3
BMGT 282	Organizational Training & Dev	3
CAPP 120	Introduction to Computers	3
BGEN 294	Seminar/Workshop ²	2-3
or BMGT 298	Internship/Cooperative Educ	
Subtotal		23-24
Restricted electives selected with advisor approval		6
Total Minimum Credits		60

¹ The following General Education courses are required: WRIT 101 OR WRIT 220 in Category I subcategory B; COMX 111 OR BMIS 150 in Category I subcategory C; and ECNS 201 OR ECNS 202 in Category III.

² Students are required to complete two credits, but may earn up to three.

Suggested Plan of Study

Code	Title	Credits
First Semester		
ACTG 101	Accounting Procedures I	3
CAPP 120	Introduction to Computers	3
BMGT 180	Employment Law and Practices	3
Gen Ed Courses		6
Total		15
Second Semester		
ACTG 180	Payroll Accounting	3
BMGT 250	Employment & Comp Strategies	3
Gen Ed Courses		9
Total		15
Third Semester		
BMGT 281	Risk Mgmt, Safety & Security	3
Gen Ed Courses		12
Total		15
Fourth Semester		
BMGT 282	Organizational Training & Dev	3
BGEN 294	Seminar/Workshop	2
or BMGT 298	Internship/Cooperative Educ	
Gen Ed Courses		10
Total		15